***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. **To take the actual exam**, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Supervising Special Investigator II

Department of Developmental Services

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 12

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience. Work references will also be requested.
Be prepared to give specific information about the length and breadth of your work experience.

Verification of References
Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Supervising Special Investigator 2

1. Establishing performance expectations for subordinates to ensure employees meet organizational standards.

2. Planning, organizing, and directing the work of subordinate staff.

3. Managing the scene of a major incident to direct resources and the actions of employees.

4. Reviewing and evaluating various reports to provide feedback and ensure the reports contain appropriate content.

5. Developing and maintaining effective working relationships with Federal, State, and local law enforcement agencies.

6. Conducting presentations for various groups/stakeholders to provide information regarding departmental operations.

7. Communicating departmental goals and working through others to achieve them.

8. Identifying and recognizing skills, talent, and potential in subordinate staff to provide career development opportunities.

9. Building trust, respect, and cooperation among employees and the public.

10. Promoting and maintaining an environment that is free of discriminatory practices (e.g., sexual harassment).

11. Adapting organizational plans and schedules to meet changing priorities and work objectives.

12. Ensuring progressive discipline is administered fairly and equitably to subordinate staff.

13. Monitoring and adjusting budgets to ensure vital costs are covered (e.g., the purchase of goods/services).

14. Ensuring employees receive the necessary training, equipment, and resources to be successful.